

FY11 *JESO Training Calendar (as of 1 Oct 10)

These are TENTATIVE and subject to change without notice.

The separate COURSE ANNOUNCEMENTS will be published with detailed course information and nomination procedures before the beginning of the nomination period. Each Course announcement will be distributed to USARJ, USAG-J, and the installation partners via email to respective Unit Training Coordinators.

| Course Date | Length | Tuition | Course Title | Location | Training Source | Request Form | Deadline |
|---|---------|------------|---|------------------------------------|---|---|-----------|
| 6~8 Oct 10 | 3 days | Free | Professional Development for MLC/IHA Employees | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 22 Sep 10 |
| 20~22 Oct 10 | 3 days | Free | New Employee Orientation for MLC/IHA Employees | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 1 Oct 10 |
| 28~29 Oct 10 | 2 days | Free | Assertive Communication | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 1 Oct 10 |
| 15~19 Nov 10 | 5 days | Free | Basic Supervisor Development Course | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 20 Oct 10 |
| 30 Nov 10 | 3 hours | 4,000 yen | TOEIC IP Test | VID Conf Rm, Bldg 125 Camp Zama | The Institute for International Business Communication, Tokyo, Japan | SF182 | 5 Nov 10 |
| | 2 hours | 2,835 yen | TOEIC Bridge (Introductory-Elementally) | | | | |
| 9~10 Dec 10 | 2 days | Free | Assertive Communication | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 10 Nov 10 |
| 21 Jan 11 | 1 day | Free | **Administration of MLC/IHA Employees | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 7 Jan 11 |
| 26~28 Jan 11 | 3 days | Free | New Employee Orientation for MLC/IHA Employees | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 5 Jan 11 |
| 2~4 Feb 11 | 3 days | Free | Professional Development for MLC/IHA Employees | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 20 Jan 11 |
| 17~18 Feb 11 | 2 days | Free | Basic Office Administration | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 31 Jan 11 |
| 4 Mar~ 5 Aug 11/Fri (20 weeks/2-hour Class) | | 55,000 yen | Advanced Native Discourse (TOEIC 800 and above) | Rm H109 Bldg 102 Camp Zama | Inter Group | SF182 and TOEIC Score Certification | 10 Feb 11 |
| 7 Mar~16 Jun 11/Mon&Thu (12 weeks/4-hour Class) | | 65,000 yen | General English Introduction (Introductory-Elementary) | Rm H103 Bldg 102 Camp Zama | | SF182 | 10 Feb 11 |
| 7 Mar~16 Jun 11/Mon&Thu (12 weeks/4-hour Class) | | 65,000 yen | General English Basic (TOEIC 400~545) | Rm H109 Bldg 102 Camp Zama | | SF182 and TOEIC Score Certification | 10 Feb 11 |
| 7 Mar~15 Jun 11/Mon& Wed (12 weeks/2-hour Class) | | 65,000 yen | General English Advanced (TOEIC 700-850) | Rm H103 Bldg 102 Camp Zama | | | 10 Feb 11 |
| 7 Mar~23 May 11/Mon (10 weeks/2-hour Class) | | 28,000 yen | Presentation Skills Course (TOEIC 730 and above) | Rm H103 Bldg 102 Camp Zama | | | 10 Feb 11 |
| 8 Mar~14 Jun 11/Tue&Fri (12 weeks/4-hour Class) | | 65,000 yen | General English Intermediate (TOEIC 550~695) | Rm H109 Bldg 102 Camp Zama | | | 10 Feb 11 |
| 8 Mar~24 May 11/Tue (10 weeks/2-hour Class) | | 28,000 yen | Business Writing Intermediate (TOEIC 650~ 745) | Rm H109 Bldg 102 Camp Zama | | | 10 Feb 11 |

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|---|---------|------------|---|------------------------------------|---|---|-----------|
| 9 Mar ~ 1 Jun 11/Wed (10 weeks/2-hour Class) | | 28,000 yen | Business Writing Advanced (TOEIC 750 and Above) | Rm H109 Bldg 102 Camp Zama | Inter Group | SF182 and TOEIC Score Certification | 10 Feb 11 |
| 9 Mar~13 Jul 11 /Wed (15 weeks/2 hour-Class) | | 42,000 yen | Introduction to Interpretation Course (TOEIC 800 and above) | Rm H103 Bldg 102 Camp Zama | | | 10 Feb 11 |
| 10~11 Mar 11 | 2 days | Free | Cross-Cultural Understanding in the Wrokplace | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF182 | 18 Feb 11 |
| 16 Mar 11 | 3 hours | 4,000 yen | TOEIC IP Test | VID Conf Rm, Bldg 125 Camp Zama | The Institute for International Business Communication, Tokyo, Japan | SF 182 | 19 Feb 11 |
| | 2 hours | 2,835 yen | TOEIC Bridge (Introductory-Elementally) | | | | |
| 18 Mar 11 | 1 day | Free | Personnel Documentation Workshop | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 1 Mar 11 |
| 24~25 Mar 11 | 2 days | Free | Assertive Communication | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 21 Feb 11 |
| 6~8 Apr 11 | 3 days | Free | New Employee Orientation for MLC/IHA Employees | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 18 Mar 11 |
| 15 Apr 11 | 1 day | Free | **Administration of MLC/IHA Employees | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 1 Apr 11 |
| 14~15 Apr 11 (2 days/8-hour Class) | | 28,000 yen | 2-day Intensive: Intorduction to Interpretation Course (TOEIC 800 and above) | Rm H103 Bldg 102 Camp Zama | Inter Group | SF182 and TOEIC Score Certification | 28 Mar 11 |
| 20~22 Apr 11 | 3 days | Free | Professional Development for MLC/IHA Employees | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 1 Apr 11 |
| 16~20 May 11 | 5 days | Free | Basic Supervisor Development Course | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 15 Apr 11 |
| 31 May~2 Aug 11 (10weeks/2-hour Class) | | 28,000 yen | International Affairs in English (TOEIC 800 and above) | Rm H109 Bldg 102 Camp Zama | Inter Group | SF182 and TOEIC Score Certification | 13 May 11 |
| 8 Jun 11 | 3 hours | 4,000 yen | TOEIC IP Test | VID Conf Rm, Bldg 125 Camp Zama | The Institute for International Business Communication, Tokyo, Japan | SF 182 | 13 May 11 |
| | 2 hours | 2,835 yen | TOEIC Bridge (Introductory-Elementally) | | | | |
| 16~17 Jun 11 | 2 days | Free | Assertive Communication | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 23 May 11 |
| 6~8 Jul 11 | 3 days | Free | Professional Development for MLC/IHA Employees | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 20 Jun 11 |

FY11 Training Schedule

Training and Career Development Branch, JESO, DHR, USAG-J TEL 263-3281, FAX 263-7260

* JESO: Japanese Employment and Services Office

**The course for US supervisors who supervise MLC/IHA employees

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|--|---------|------------|--|------------------------------------|---|--|-----------|
| 20~21 Jul 11 (2 days/8-hour Class) | | 28,000 yen | 2-day Intensive: Intorduction to Interpretation Course (TOEIC 800 and above) | Rm H109 Bldg 102 Camp Zama | Inter Group | SF 182 and TOEIC Score Certification | 1 Jul 11 |
| 27~29 Jul 11 | 3 days | Free | New Employee Orientation for MLC/IHA Employees | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 8 Jul 11 |
| 4~5 Aug 11 | 2 days | Free | Basic Office Administration | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 19 Jul 11 |
| 24 Aug 11 | 3 hours | 4,000 yen | TOEIC IP Test | VID Conf Rm, Bldg 125 Camp Zama | The Institute for International Business Communication, Tokyo, Japan | SF 182 | 29 Jul 11 |
| | 2 hours | 2,835 yen | TOEIC Bridge (Introductory-Elementally) | | | | |
| 9 Sep 11 | 1 day | Free | **Administration of MLC/IHA Employees | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | 22 Aug 11 |

The dates for the following Courses will be determined later

(Self-Development Training Courses etc.)

| Course Date | Length | Tuition | Course Title | Location | Training Source | Request Form | Deadline |
|-------------|--------------|------------|--|--------------------------------|--------------------------------|--------------|----------|
| TBD | 2 days | Free | Advanced Supervisor Development Course | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | TBD |
| TBD | 2 days | 58,800 yen | The 4 Roles of Leadership | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | TBD |
| TBD | 4 times/year | TBD | Kaizen Training | Rm H103, Bldg102, Camp Zama | Rm H103, Bldg102, Camp Zama | SF 182 | TBD |
| TBD | 2 days | 58,000 yen | Effective Cross Cultural communication for Peak Performance | Rm H103, Bldg102, Camp Zama | JESO, DHR, USAG-J | SF 182 | TBD |
| TBD | 2 days | 58,000 yen | Coaching Skills: A Strategic Tool for Effetive Leadership | Rm H103, Bldg102, Camp Zama | Rm H103, Bldg102, Camp Zama | SF 182 | TBD |

(Health Insurance Agency Programs)

| Course Date | Length | Tuition | Course Title | Location | Training Source | Rq Form | Deadline |
|-------------|---------|---------|---|-------------------|---------------------------------|-----------|----------|
| TBD | 2 hours | Free | Prevention of Life Custom Diseases Workshop | Camp Zama/SGD/YND | Health Insurance Association | HQAJ 3793 | TBD |
| TBD | 2 hours | Free | Seminar on Mental Health | | | | TBD |

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